

**903: Disclosure of a Conflict of Interest****A. Persons seeking or holding designation as LTCO****1. Identification of the conflict**

The provider agency or Regional Ombudsman shall screen all persons seeking designation as LTCOP staff or volunteers to identify any individual conflicts of interest. Once designated, all LTCOP staff and volunteers shall be periodically screened to identify conflicts of interest. Upon request by the Office, the provider agency shall submit evidence of such screening to the Office.

**2. Disclosure of the conflict**

All persons seeking employment or certification as LTCOP staff or volunteers shall disclose to the provider agency all information relevant to past employment, membership, or interests that may affect, or could reasonably be expected to affect, that individual's ability to carry out duties of a LTCO without conflict.

**B. Entities seeking or holding designation****1. Identification of a conflict**

All agencies seeking or holding designation as Regional LTCOPs shall screen at application and periodically thereafter each individual employed by, participating in, directing, establishing policy, or with a responsibility for the selection or supervision of LTCOs to identify any individual conflicts of interest.

**2. Disclosure of the conflict**

All such persons associated with a provider entity shall disclose to the provider agency all information relevant to past employment, membership, or interests that may affect, or could reasonably be expected to affect, that individual's ability to carry out duties of the LTCOP without conflict.

**C. AAAs contracting with an entity****1. Identification of a conflict**

All AAAs contracting with an entity as a Regional LTCOP shall periodically screen within its agency each individual employed by, participating in, directing, establishing policy, or with a responsibility for the selection of the entity to identify any individual conflicts of interest.

**2. Disclosure of the conflict**

All such persons associated with an AAA shall disclose to the AAA all information relevant to past employment, membership, or interests that may affect, or could reasonably be expected to affect, that individual's ability to carry out involvement with LTCO activities without conflict.

**D. Notification of the Office**

All agents of the IDoA , AAAs, and provider agencies and all LTCO have a duty to notify the Office of any conflict of interest of which they have knowledge. Where a conflict of interest within the LTCOP has been identified, the SLTCO

Office shall be notified.

**E. Failure to disclose**

Failure to disclose relevant information prior to accepting employment or designation within 15 business days of a new relationship may be grounds for termination of employment or of authority or de-designation as a LTCO or provider entity of the SLTCOP.